



**MANITOBA
CHAMBERS OF
COMMERCE**

MANITOBA MINERAL DEVELOPMENT FUND

PROGRAM GUIDELINES

**MANITOBA CHAMBERS OF COMMERCE
550-201 PORTAGE AVE
WINNIPEG, MANITOBA R3B 3K6**

CONTENTS

- Contents..... 1
- Definitions..... 2
- 1.0 Fund Description and Objectives..... 3
- 2.0 Expected Outcomes..... 3
- 3.0 Program Governance..... 4
- 4.0 Program Eligibility..... 4
- 5.0 Application Process 5
- 6.0 Project Selection 5
- 7.0 Grant Requirements..... 6
- 8.0 Project Reporting 8

DEFINITIONS

Applicants: all organizations that have completed or are in the process of completing the application process with MMDF.

Application Review Committee (ARC): Committee appointed by the Board to review applications for funding.

Contribution agreement: agreement between the recipient and MMDF that sets out the terms for funding.

Eligible Receipts: applicants that meet the criteria set out in Section 4.0 of this document.

Eligible Projects: projects that meet the criteria set out in Section 4.0 of this document.

MMDF Board of Directors (Board): Board that oversees the management, administration, and high level direction of MMDF.

Manitoba Chambers of Commerce (MCC): non-profit organization that champions sustainable economic growth leading to greater prosperity for business and communities in Manitoba.

Receipts: all organizations that have received approval for funding of a project under MMDF.

Selection Criteria: set of assessment criteria established by the Board to evaluate applications.

1.0 FUND DESCRIPTION AND OBJECTIVES

The creation of the Manitoba Mineral Development Fund (MMDF) is a response to the economic instability in the mining and mineral development industry in Manitoba. The purpose of MMDF is to provide financial support for mining and economic development initiatives that create new opportunities and capitalize on existing assets in the north and across Manitoba. Projects funded by MMDF will benefit Manitoba's economy and local communities alike, with a partnership-based approach to help grow and diversify the provincial economy together with Indigenous communities.

KEY OBJECTIVES

The key objectives of MMDF are as follows:

1. Increase economic partnerships between Indigenous communities and the mining and mineral development industry.
2. Build capacity in local communities and businesses to increase engagement in economic development opportunities.
3. Create and maintain short-term and long-term local employment opportunities.
4. Improve local training and education opportunities to build a skilled local workforce.
5. Diversify regional economies, particularly in areas of the Province that are impacted by fluctuations in the mining and mineral development industry.
6. Stimulate investment in the mining and mineral development industry.

2.0 EXPECTED OUTCOMES

Timeline	Description of Outcome(s)
Short term (less than 1 year)	Create new community opportunities building on local strengths.
	Improve relationships between communities to address common acute challenges.
	Increase communication between the mining and mineral development Industry and Indigenous communities.
Medium term (1-2 years)	Improve accessibility to education and skilled training.
	Increase local interest in education or employment in the mining industry.
	Increase local enterprise opportunities and investment.
	Improve self-sufficiency and security in local

	employment.
	Establish or improve long-term relationships with Indigenous communities.
Long term (2-5 years)	Create sustainable employment (good-paying, long-term jobs).
	Diversify regional economies.
	Increase local capacity to take on and carry out meaningful projects.
	Increase sustainable revenues and investment in the region.

3.0 PROGRAM GOVERNANCE

MMDF is delivered and administered by the Manitoba Chambers of Commerce (MCC). The MMDF Board, comprised of organization representatives from the MCC, mining and mineral development industry, and the northern region of Manitoba, provides strategic direction and oversight of the Fund.

4.0 PROGRAM ELIGIBILITY

To be eligible for funding under MMDF, an organization must demonstrate the ability to meet the basic eligibility requirements.

Eligibility	Description
Eligible Recipients*	Municipal or regional governments established by or under provincial statute
	A private sector body including for-profit & not-for-profit organizations (incorporated organizations must be incorporated or registered under <i>The Corporations Act</i> to conduct business in Manitoba)
	An Indigenous organization or community as represented by their leadership.
Eligible Projects	Must be located within the Province of Manitoba.
	Must demonstrate tangible economic benefits (e.g. maintaining current employment, job creation or enhancement, incremental income or businesses and government revenues within an identifiable time frame).

**Note: organizations must demonstrate the organization has the adequate human resources, experience, and financial resources to manage the project.*

5.0 APPLICATION PROCESS

APPLICATION INTAKE

MMDF will have an initial Call for Proposals (CFP) on _____ of 2020. Applications will be accepted on a continual basis following the initial CFP.

APPLICATION ADMINISTRATION

1. To apply for funding, applicants shall complete the necessary application form(s).
2. Both short term and long-term project applicants are required to complete a stage one application.
3. Medium and long-term projects approved at stage one may be required to complete a full project application form.
4. The ARC can request further information or clarification on project details following the review of the application.
5. All required supporting documentation (financial, commercial, scientific, technical, or otherwise) will be treated in accordance with the *Access to Information Act*.

APPLICATION APPROVAL

1. Once submitted, applications are reviewed by the Program Manager for completeness and accuracy.
2. When an application is deemed complete it will be presented to the ARC for consideration.
3. Due diligence on project applications will be undertaken by the Program Manager prior to any recommendations for funding made by the ARC to the Board.
4. The ARC will recommend the Board approve, not approve, or obtain further information on the application.
5. The applicant will be notified by the Program Manager when a decision on the application has been made.

6.0 PROJECT SELECTION

Applications for funding will be assessed based on the project's overall alignment with MMDF's objectives and the project's potential outcomes, location, feasibility, and viability. More specifically, projects will be analyzed using the following selection criteria.

PROPOSED PROJECT BENEFITS/CONTEXT

Criteria	Description
Community Need	<ul style="list-style-type: none"> • % population decline • Unemployment rates • Decrease in average household income(s) • Labor force/market characteristics
Economic Impact	<ul style="list-style-type: none"> • Number of jobs created or maintained • Distribution of benefits in the community • Long-term income opportunities for the community • Long-term revenues generated for governments • Sustainability within the mining sector • Degree of diversification
Collaboration and partnerships	<ul style="list-style-type: none"> • Number of partnerships created • Strategic nature of partnerships • Opportunities for long term collaboration
Local involvement/community support	<ul style="list-style-type: none"> • Degree of local support • Degree of involvement of local community in project implementation
Sustainability beyond the project timelines	<ul style="list-style-type: none"> • Ability of project to extend or scale up to create lasting economic opportunities

PROPOSED PROJECT FEASIBILITY/VIABILITY

Criteria	Description
Project Feasibility/Viability	<ul style="list-style-type: none"> • Project work plan • Project budget (including reasonable and eligible project costs) • Management capability • Financial commitment and capacity • Regulatory capability

7.0 GRANT REQUIREMENTS

GRANT TERMS

Projects funded by MMDF will be subject to the following guidelines for the provision of funding.

1. MMDF will provide grants for projects of up to 10% of the Fund annually. This amounts to approximately \$2M per year.

2. The maximum level of funding for projects under MMDF for a for-profit organization is 50% for capital costs and 75% of non-capital costs.
3. The maximum funding available for short term projects is \$50,000;
4. The maximum funding available for medium or long term projects is \$300,000.**
5. Project funding will be available as a one-time grant, or, on an ongoing basis.
6. Project funding will be provided to recipients on a repayable or non-repayable basis.
7. The maximum amount of MMDF non-repayable funding will be determined on a matching basis (MMDF will match funds that are contributed by the recipient but will not exceed this amount).
8. Terms of repayment and frequency of funding shall be outlined in the contribution agreement.

*****Note: The Board may approve funding for projects more than the proposed limits on a case by case basis***

ELIGIBLE COSTS

All proposed costs should demonstrate how they are essential to the implementation of the project. Examples of eligible costs include, but are not limited to:

1. Professional services for geoscience research and exploration;
2. Consulting services for community engagement;
3. Information management and information technology acquisitions;
4. Legal, administrative, accounting, licensing, permits;
5. Supplies, transportation;
6. Capital improvements/infrastructure costs related to projects;
7. Personnel: salary, travel expenses and benefits;
8. Other costs that are reasonable, incremental and directly attributable to activities necessary to achieve desired results, as specified by the agreement

INELIGIBLE COSTS

All costs incurred before the signing of a contribution agreement, unless authorized by MMDF, are not eligible for reimbursement. Costs that are deemed unreasonable, and/or not related to project activities will be ineligible for reimbursement.

Other costs ineligible for financing under MMDF include, but are not limited to:

1. Allowance for interest on invested capital, bonds, debentures, and other debt.
2. Losses on investments, bad debts and associated expenses, other projects and contracts
3. Repayment of existing debts;
4. Amortization or depreciation of assets;
5. Federal and provincial income taxes, GST (recoverable portion);
6. Employee bonuses;
7. Donations, dues and membership fees;
8. Entertainment expenses; and,
9. The purchase of land or costs associated with the purchase of land.

ACCESS TO FUNDS

1. Once an application for funding is approved, a contribution agreement will be entered into between the recipient and the MMDF.
2. The agreement sets out terms and conditions for funding in accordance with Treasury Board's Policy on Transfer Payments.
3. Failure to meet these terms set out in the contribution may result in non-payment and/or reimbursement of payments made.

8.0 PROJECT REPORTING

1. The contribution agreement will establish guidelines and reporting requirements (both financial and outcome based) for each project.
2. The recipient shall develop and implement a performance management framework and reporting system to measure the performance of the project, provide progress reports on a regular basis and a performance report summarizing project reach, results achieved, and resources expended.
3. The recipient shall provide MMDF with a copy of its annual report.
4. Upon request, or as outlined within the contribution agreement, MMDF may conduct an audit on the project.